



## Instructions for AGR End-of-Year Financial Report

1. Access the [AGR and SAGE Reporting Portal](https://agr.dpi.wi.gov/AGR/Login.aspx) (<https://agr.dpi.wi.gov/AGR/Login.aspx>)
2. Enter your username and password. If you forgot your password, please use the “Forgot Password” link in the blue bar across the top of the page to reset your password.

WISCONSIN  
DEPARTMENT OF  
PUBLIC INSTRUCTION

AGR Entitlement

LOGIN | FORGOT PASSWORD

Login Page

User Name:

Password:

Sign In

3. Click “Sign In.”

4. Select “Enter Data” to the right of “2019-20 End-of-Year and Financial Reports.”

The screenshot shows the 'AGR Entitlement' section of the Wisconsin Department of Public Instruction's Reporting Portal. At the top left is the department's logo. To the right is a login box with fields for 'User Name:', 'Selected School:', 'District:', and 'Role:'. Below this is a navigation bar with links: 'DISTRICT PORTAL | SCHOOL PORTAL | CHANGE PASSWORD | REPORTING INSTRUCTIONS | LOGOUT'. The main heading is 'School (###) Reporting Portal'. A table titled 'Reports' lists two items: '2019-20 End-of-Year and Financial Reports' and '2019-20 Entitlement and Strategies Report'. A red arrow points from the first report to the 'Enter Data' link in the 'Required Action' column. The second report has 'View Data' and 'Enter Data' links. A note at the bottom states: 'NOTE: Once entitlement details are submitted, the form cannot be changed. Only submit your details when you are sure everything is correct.'

Description	Required Action
2019-20 End-of-Year and Financial Reports	<a href="#">Enter Data</a>
2019-20 Entitlement and Strategies Report	<a href="#">View Data</a> <a href="#">Enter Data</a>

5. Proceed past the instructions and updates after reading. A new button was added to the bottom-right corner which allows financial/business staff to bypass the AGR programmatic questions in the End-of-Year portion of the report and proceed directly to the financial portion of the report. A report contact person must be designated before proceeding.

### End-of-Year Report - Contact Information

#### General Information:

District Code:

District Name:

School Code:

School Name:

#### Contact Person:

First Name:

Last Name:

Position Title:

Phone Number (Area Code/No):

Phone Extension:

Email:

**New functionality allows financial/business staff to bypass End-of-Year portion.**

- Click "Skip to Financial Report" to proceed to the updated financial section. Rather than splitting the Financial Report out into two sections, the Financial Report is now simplified so financial/business staff can enter all expenditures coded in the district ledger to the AGR project.

Fund	WUFAR Function	WUFAR Object	Amount of State Aid
10R	000 000	Source 650 AGR Aid 2019-20	<input type="text"/>
		Carryover from 2018-19 <a href="#">Help</a>	<input type="text"/>
Total AGR Aid for 2019-20:			0
<b>Instruction:</b>			
10E	(100 000 Series)	100 Salaries	<input type="text"/>
		200 Employee Benefits	<input type="text"/>
		300 Purchased Services	<input type="text"/>
		400 Non-Capital Objects	<input type="text"/>
		500 Capital Objects	<input type="text"/>
		600 Other Expenditures	<input type="text"/>
Total Instruction:			0
<b>Support Services:</b>			
10E	(200 000 Series)	100 Salaries	<input type="text"/>
		200 Employee Benefits	<input type="text"/>
		300 Purchased Services	<input type="text"/>
		400 Non-Capital Objects	<input type="text"/>
		500 Capital Objects	<input type="text"/>
		600 Other Expenditures	<input type="text"/>
Total Support Services:			0
Total State Aid Expenditures:			0
AGR Aid Carrying Over to 2020-21:			0

- Click "Save" to complete the financial portion of the report.